

<b>TWPPO PROCEDURE:</b>	<b>CLOSING TWP OFFICE</b>	<b>PRO(TWPPO)-041.000</b>
Author: S. Smith		March 22, 1999 Page 1 of 3

## **Closing TWP Office**

### **I. Purpose:**

The purpose of this procedure is to describe the steps to close the TWP Office.

### **II. Cautions and Hazards:**

- None

### **III. Requirements:**

- None

### **IV. Procedure:**

#### **A. LOCK ALL 3 DOORS IN BLDG. 80, 81 & 82 AT 5:00 PM**

#### **B. TURN OFF ALL THREE COOLERS AND TURN DOWN THERMOSTATS TO 68 DEGREES**

1. Hallway near room #105
2. Hallway near the woman's bathroom
3. Hallway near room #135

#### **C. FILL FAX MACHINE WITH PAPER**

1. Paper is on the shelf above fax machine; more paper can be found on the shelf in the xerox room #126
2. Pull the paper tray out bottom right side
3. Put paper in tray
4. Never overload
5. Slide paper tray back into fax machine
6. Send test page through to make sure there are no jams

#### **D. CHECK THE FAX MACHINE INK CARTRIDGE**

1. Ink cartridge should be checked every Friday
2. Lift top cover of fax machine
3. Gently lift out ink cartridge
4. Check to see if ink paper is low (right roller will be smaller than left roller)
5. If it does not need to be replaced, gently put back in

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**E. IF IT DOES NEED TO BE REPLACED, PUT NEW ONE IN**

1. Replace with a new one
2. Ink cartridges (Xerox Imaging Cartridge Telecopier 7020/7021) can be found on the shelf above the fax machine
3. Unwrap and remove all plastic, cardboard and styrofoam and place back into the box to be recycled with used cartridge
4. Gently place the ink cartridge into fax machine
5. Close the top cover of fax machine
6. Send a copy test page through
7. Used ink cartridge needs to be recycled; see step G

**F. RECYCLE USED INK CARTRIDGES**

1. Put used ink cartridge, plastic cover, cardboard, and styrofoam in box
2. Tape box closed
3. In red ink write "RECYCLE" on top of box
4. Place box under our drop point pick up by front door in room #119

**G. TURN OFF ALL LIGHTS**

1. Hallway light switch by room #113
2. Hallway light switch by room #106
3. Kitchen light switch by microwave
4. Bathroom lights
5. Fax room lights room #108
6. Store room lights room # 116
7. Xerox room lights, room #1126

**H. FORWARD PHONE TO THE ANSWERING SERVICE**

1. Pick up line 7-1186
2. Dial \*84
3. Hang up phone

**I. TURN COPIER OFF IN ROOM #126**

1. Green button on the front of copier under screen

**J. SHUT OFF ALL APPLIANCES**

1. Coffee pot (it has an automatic timer, but check it anyway)

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2. Space heaters (everyone is responsible for checking their own)

#### **K. CLOSE ALL WINDOWS**

1. Conference room windows, room #120
2. Xerox room window, room #105
3. Everyone is responsible for checking their own office windows

#### **L. P.C. COMPUTER SHUT DOWN**

1. Does not need to be shutdown
2. Activate protected screen saver with password (see John Brooks if your computer does not have this).
3. Turn monitor off
4. Everyone is responsible for their own computers

#### **V. References:**

- None